



Recycling Rebate Program

FY 2014-2015 Application Manual

Prepared by:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management

Solid Waste Assistance Program

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14th Floor

Nashville, TN 37243

http://www.tennessee.gov/environment/solid-waste/solid-waste_grants.shtml

Division of Solid Waste Management

FY2014-2015

Overview

BACKGROUND:

THE SOLID WASTE MANAGEMENT ACT OF 1991

The goal of the State is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. T.C.A. §68-211-825 (b) states: For the eleven (11) counties which generate the greatest amount of solid waste as recorded in 2014 annual reports required by §68-211-871, the State shall grant a rebate.

A local match equal to the rebate amount must be expended by the local government. Recycling rebates may be used for any recycling purpose to assist local governments in their achievement of the State's 25% waste reduction and diversion goal.

Recycling rebates are in lieu of grants to purchase recycling equipment.

Deadline to Submit

APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the Recycling Rebate Funds Request and Certification form should be completed and submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Wednesday, October 1, 2014, 4:30 p.m. CDT.

MAILING ADDRESS:

Tennessee Department of Environment and Conservation

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Ave, 14th Floor
Nashville, TN 37243

Electronic or facsimile applications will not be accepted.

Eligibility

The following counties and cities are eligible to receive recycling rebates for the amounts shown below:

Davidson	\$97,030.00	Loudon	\$18,598.00	Sullivan	\$14,746.00
Belle Meade	\$456.00	Lenoir City	\$4,818.00	Bristol	\$4,914.00
Forest Hills	\$760.00	Greenback	\$587.00	Kingsport ***	\$9,239.00
Goodlettsville ***	\$1,665.00	Loudon Town of	\$3,061.00		
Oak Hill	\$715.00			Sumner	\$5,367.00
		Montgomery	\$4,713.00	Gallatin	\$3,355.00
Hamilton	\$16,210.00	Clarksville	\$16,065.00	Goodlettsville	\$615.00
Chattanooga	\$25,335.00			Hendersonville	\$5,616.00
Collegedale	\$1,401.00	Rutherford	\$12,281.00	Millersville	\$530.00
East Ridge	\$3,125.00	LaVergne	\$4,819.00	Portland	\$1,240.00
Red Bank	\$1,729.00	Murfreesboro	\$16,551.00	Westmoreland	\$234.00
Signal Mountain	\$1,237.00	Smyrna	\$6,088.00	Whitehouse	\$584.00
Soddy-Daisy	\$1,917.00				
		Shelby	\$20,093.00	Williamson	\$5,682.00
Knox	\$45,575.00	Arlington	\$2,217.00	Brentwood	\$4,466.00
Farragut ***	\$4,062.00	Bartlett	\$11,066.00	Fairview	\$902.00
Knoxville	\$34,807.00	Collierville	\$8,996.00	Franklin	\$7,686.00
		Germantown	\$7,483.00	Nolensville	\$693.00
Madison	\$8,683.00	Lakeland	\$2,393.00	Spring Hill ***	\$2,763.00
Jackson	\$20,026.00	Memphis	\$124,192.00		
Threeway	\$503.00	Millington	\$2,111.00		

***Located in multiple counties

Recycling rebates may be used for any recycling purpose. These purposes include establishing new programs/collection sites; preparing recovered materials for transport and marketing; identifying markets for recovered materials; and developing educational programs for adults and children to help them understand solid waste issues, management options and costs and the value of waste reduction and recycling.

Funding

The Department has reserved \$600,000 for recycling rebates.

Rebate recipients are required to provide a dollar-for dollar match for funds requested. Matching costs will be documented at the time of reimbursement of eligible costs.

Each county's allocation of funding is based on the formula in T.C.A. §68-211-825 (b). A city's allocation is based on population within the county.

A local government may elect to not receive the rebate or may elect to have rebate funds given to the county, another city, solid waste authority, or non-profit recycler. The State must be notified in writing of the local government's intent by the submittal deadline.

If a city designated to receive a recycling rebate does not provide documentation by October 1, 2014, the rebate funds will automatically revert to the county.

If a county designated to receive a recycling rebate does not provide documentation by October 1, 2014, the rebate funds will automatically revert to the Solid Waste Management Fund.

Format and Checklist

- ☐ **Step 1.** Applicants must complete a Recycling Rebate application form (CN0915)
- ☐ **Step 2.** Complete the Recycling Rebate Funds Request and Certification summarizing how the recycling rebate funds will be used and certifying to the statements included in the form.
- ☐ **Step 3.** Complete the ACH (Automated Clearing House Credits) form with voided check or deposit slip for direct deposit of reimbursements.
- ☐ **Step 4.** Have the application and Recycling Rebate Funds and Certification form certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.
- ☐ **Step 5.** To surrender a local government's rebate to another county, city, solid waste authority or non-profit recycler, submit a letter indicating where the recycling rebate should be re-directed. If no response is received from a local government eligible for the recycling rebate, those funds will be returned to the Solid Waste Management Fund.

Selection Criteria

Recycling Rebate recipients are determined based on solid waste data received from each municipal solid waste planning region and contained in the Annual Progress Report. Estimated populations are taken from the most current U.S. Census. The allocation of funds in accordance with T.C.A. §68-211-825 (b) is as follows:

$$\text{Rebate} = \frac{(\text{Tons of county's solid waste})}{(\text{Total tons of solid waste from all eleven counties})} \times 150\% \text{ of State funds allocated for recycling equipment grants}$$

Funding is further distributed to cities based on the percentage of population within the entire county.

Funding Conditions

NOT APPLICABLE

Contact

The persons named below shall be the sole points of contact throughout the application and award process. All written communications (regular mail, express mail and electronic mail) concerning this application and award process must be addressed to:

Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

General and Administrative Questions:

Recycling Rebate Administrator

Reba Butler
615-532-0219
Reba.Butler@tn.gov

Grants Program Manager

Loretta Harrington
615-532-0086
Loretta.Harrington@tn.gov

Frequently Asked Questions

1. *What method is used for rebate project expense funding?*

Payment of project expenses is on a reimbursement basis. The Rebate recipient must make payments for recycling purposes, and then submit required invoice documentation to TDEC for reimbursement.

2. *When can the recycling rebate project begin?*

Projects may begin **after** the Local Government is notified by the State that the recycling rebate application has been fully approved.

3. *Do I have to follow a bidding process?*

The state does not require any specific bidding process for recycling rebates. The Local Government should follow their procurement process for any purchases relative to the recycling rebate.

4. *When can I request reimbursement for expenses relative to the recycling rebate project?*

Reimbursement invoices must be submitted, after purchases are completed. The Local Government completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before rebate funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Local Governments will be required to provide banking account information in order to receive reimbursements. The ACH form is included in the rebate manual.

5. *How long will I have to complete the recycling rebate project?*

Recycling Rebates are issued for the current fiscal year. All purchases must be completed by June 30th and requests for reimbursement submitted as soon as possible following the close of the fiscal year.

6. *Where can I find recycling rebate documents?*

The recycling rebate manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website:

http://www.tennessee.gov/environment/solid-waste/solid-waste_grants.shtml



STATE OF TENNESSEE
Division of Solid Waste Management
Solid Waste Assistance Program
William R. Snodgrass Tennessee Tower
312 Rosa L. Parks Avenue, 14th Floor
Nashville, TN 37243

FUNDING APPLICATION

☐ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☒ OTHER: RECYCLING REBATE

Return Application to Above Address

APPLICANT INFORMATION:

Name of Agency/Organization:

Address:

Name and telephone number of person responsible for all activities (i.e. bidding, purchasing):

Name: _____

Telephone: _____

Fax Number: _____

FEIN#: _____

TYPE OF ORGANIZATION:

- [] County
[] Municipality
[] Solid Waste Authority
[] Planning Region
[] For-Profit Organization
[] Corporation
[] Proprietorship
[] Partnership
[] Not-for-Profit Organization
[] Other (please specify) _____

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [] No []

Date of Charter: _____

IRS Classification: _____

Attach a copy of approval letter for charter or
501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: _____

E-Mail Address (required if available)

**RECYCLING REBATE
FUNDS REQUEST AND CERTIFICATION**

A county or municipality may only expend the rebate for recycling purposes and must expend from local funds an amount equal to the rebate.

Briefly summarize how the rebate funds will be utilized and what will be accomplished. Please include information about non-profit recyclers who receive support from your recycling rebate funds. Use additional sheets if needed.

	Briefly summarize how Rebate Funds will be utilized.	Quantity or unit	Estimated Cost	Total
1				
2				
3				
4				
5				
Total Estimated Cost				\$
Less Local Matching Share 50%				\$
Maximum Rebate				\$
Additional Local Share				\$

I hereby certify that the county or city of _____

- Will abide by the rules and regulation promulgated by the Department of Environment and Conservation relative to the Solid Waste Management Act of 1991.
- All books, records and documents relative to the rebate shall be maintained for a period of three (3) full years from the date of final payment, and shall be subject to audit, at any reasonable time and upon reasonable notice by the State Agency and Comptroller of the Treasury, or their duly appointed representatives.
- Currently owes no fees or penalties to the Department of Environment and Conservation.

My signature affixed below certifies that the information contained herein is true, accurate, and complete to the best of my knowledge and that misrepresentation or failure to comply may result in reclamation of State rebate funds and/or imposition of other penalties.

Authorized Signature	Typed or Print Name and Title
Phone #	E-Mail Address

*If the eligible local government elects not to receive the rebate but wants those funds given to the county, another city, a solid waste authority or a non-profit recycler, the recipient must notify the Department in writing of your intent by October 1, 2014. If the Department does not receive documentation from cities designated to receive rebates by October 1, 2014, the funds will automatically revert to the county. If the Department does not receive documentation from the County, the funds will revert to the Solid Waste Management Fund.



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
ACH (AUTOMATED CLEARING HOUSE) CREDITS (Not Wire Transfers)

NAME _____

Federal Identification Number or Social Security Number _____
(under which you are doing business with the State)

I (We) hereby authorize the State of Tennessee, hereafter called the STATE, to initiate credit entries to my (our) (*select type of account*) _____ CHECKING or _____ SAVINGS account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit the same to such account.

This authority is to remain in full force and effect until the STATE has received written notification from me (or one of us) of its termination in such time and in such manner as to afford the STATE and DEPOSITORY a reasonable opportunity to act on it.

Have you ever received payments from the State through ACH? _____ (Yes or No). If yes, do you intend for this account information to replace existing account information currently used by the State? _____ (Yes or No). If yes, please specify account that should be changed: ABA No. _____ Account No. _____. Is this authorization only for certain types of payments? _____ (Yes or No). If yes, please indicate types:

Many banking institutions use different numbers for ACH. Please call your bank for verification of ACH transit and account number.

Bank official contacted: _____ Phone No. _____

DEPOSITORY/BANK NAME _____ BRANCH _____

CITY _____ STATE _____

ACH TRANSIT/ABA NO. _____ ACCOUNT NO. _____

NAME(S) _____
(Please print names of authorized account signatory)

DATE _____ SIGNED X _____ SIGNED X _____

PLEASE ATTACH A VOIDED CHECK (OR FOR SAVINGS ACCOUNTS, A DEPOSIT SLIP):

PLEASE INDICATE ADDRESS TO WHICH YOU WOULD LIKE YOUR REMITTANCE ADVICES ROUTED WHEN PAYMENTS ARE PROCESSED:

Contact name: _____

Telephone No.: _____

FOR STATE USE ONLY: CONTACT AGENCY – _____ CONTACT PERSON – _____ PHONE NUMBER – _____
